



CITY OF BRANSON
SAFETY OFFICER
HUMAN RESOURCES/UTILITIES DEPARTMENTS
SUPPLEMENTAL QUESTIONNAIRE

DEADLINE: Applications, Supplemental Questionnaires, and Requests for Criminal Record Check Forms will be accepted in the Personnel Department until 4:30 p.m., Wednesday, March 15, 2017.

NAME: _____ **DATE:** _____

This questionnaire will be used to further evaluate your training and experience as it relates to the position of SAFETY OFFICER in the HUMAN RESOURCES/UTILITIES DEPARTMENTS. You may include paid employment, military, volunteer, educational training and/or experience. EXPERIENCE AND/OR EDUCATION NOTED ON THIS QUESTIONNAIRE MUST BE SHOWN ON THE APPLICATION FORM. Ask for additional Employment Record sheets if necessary.

This questionnaire is a supplement to your application and is made a part thereof subject to all terms and conditions noted on the Application for Employment. APPLICANTS ARE RESPONSIBLE FOR THE ACCURACY ON THIS FORM. FAILURE TO PROVIDE COMPLETE INFORMATION COULD JEOPARDIZE YOUR OPPORTUNITY FOR FULL CONSIDERATION.

1. Did you graduate from a college or university regionally accredited through the U.S. Department of Education with a degree in one of the following:

	YES	NO
Industrial Safety		
Occupational Safety		
Safety Management		
Other Closely Related Field		
If other, please specify:		

QUESTION	YES	NO
2. Do you have three years of progressively responsible experience in Occupational Safety and Health?		
3. Do you have prior experience in utility or other industrial setting?		
4. Are you a Certified Safety Specialist?		
a. If no, are you willing to obtain the Safety Specialist Certificate within one year of a hire date?		
5. Are you a Certified Safety Professional?		

6. List any additional related certifications that you currently hold:

7. Do you have the following experience?	YES	NO	JOB # ON APP
a. Planning, scheduling, and conducting safety meetings			
b. Implementation and improvements of safety programs.			
c. Training employees to safely operate tools, heavy equipment, etc.			
d. Monitoring work practices of employees for compliance with safety rules.			
e. Promoting safety incentives for employees.			
f. Investigating employee job-related incidents and injuries, by reviewing incident reports, and reporting outcomes and recommendations.			
g. Recommending appropriate actions for violations of safety practices.			
h. Conducting research of safety topics.			
i. Performing safety field safety inspections.			
j. Ensuring compliance with Risk Management standards, including emergency response procedures pertaining to leaks or spills of hazardous chemicals.			
k. Filing reports to applicable agencies to meet requirements for Risk Management.			
l. Keeping accurate and current records.			
m. Training employees as required in emergency response policies and procedures.			
n. Organizing, formulating and writing loss prevention and safety policies.			
o. Organizing a Material Safety Data Sheet program.			
p. Performing data entry working with Excel spreadsheets.			
q. Maintaining thorough records of safety meeting attendance and subject matter.			
r. Maintaining safety supply and personal protective equipment inventory.			

8. Have you listed on the application form **ALL** jobs and education described on this questionnaire? Ask for additional Employment Record sheets, if necessary.

YES	NO

NOTE: FAILURE TO LIST ALL JOBS OR EDUCATION COULD BE CAUSE FOR REJECTION BASED ON INSUFFICIENT INFORMATION. CHECK YOUR APPLICATION AGAIN.

EEO EMPLOYER